

University Provides over \$4,500,000 in Education Benefits This Year

People who work for the Ford Motor Company don't get free automobiles, but University employees are able to get free tuition for themselves and, in some cases, for their children and spouses. The cost of this tuition remission amounts to the staggering sum of over \$4½ million a year.

Taking free courses is beneficial in another way—education is training. For that reason, employees are encouraged to use their educational benefits, and many do. During this semester, typical of most, over 600 staff members are taking undergraduate or graduate courses, 274 A-1 and A-2 and 332 A-3 employees.

Staff scholarships are available in several ways: (1) tuition grants for employees, (2) tuition remission for staff children attending Pennsylvania, (3) partial tuition remission for spouses, and (4) direct grant aid for children going to other schools. Each of these will be briefly explained below.

All full-time, fully affiliated staff members and those retired on benefit status can make use of the education benefit to take up to two courses each semester. Anyone wishing to enroll must first be admitted to the school in which he or she plans to do course work. Admission requirements are explained in the various schools' bulletins. For staff taking courses themselves, the scholarship benefit covers full tuition and all of the general fee except for \$5 per course. It does not cover any graduation, matriculation, or registration fees, lab or reading course fees, or textbooks. Full-time A-3 employees may take one day and one evening or two evening courses. Supervisory approval in writing must be brought with the bill and the staff scholarship form if an A-3 employee wants to take a course during working hours. A-1 and A-2 staff may take day or evening courses.

The procedure for applying for tuition remission is simple. You must be admitted to a school. After you are admitted and have chosen your course or courses, your staff scholarship form, available from your business manager, must be signed and embossed by the supervisor or some other appropriate person. After you submit the course request form to the school, the school will bill you through the bursar's office. When you receive the bill take it and your signed and embossed staff scholarship form to Shirley Rhodeseide, Financial Aid Office, 233 Logan Hall. She will see that your tuition is remitted. You can be credited only for the amount of the bill so make sure all your courses have been charged. Each semester that you take courses you must repeat this procedure.

Scholarships for dependent children attending undergraduate schools at Pennsylvania are available to A-1 and A-2 employees and to A-3 staff members who have worked full-time for the University for three years. Dependent children of A-1 and A-2 staff may also use the grant to attend University graduate schools. Staff children are eligible if they are fully dependent and if they have been admitted to a full-time program of study. Requirements for admission are the same for staff children as for all other applicants. The scholarship pays for tuition only. Dependent children of deceased or retired staff members who were fully affiliated for at least seven years before retirement or death are eligible for the same education benefits they would have had if their parents were still in active service. The number of staff children using this benefit to attend undergraduate schools is 409. An additional 81 children are enrolled in graduate programs.

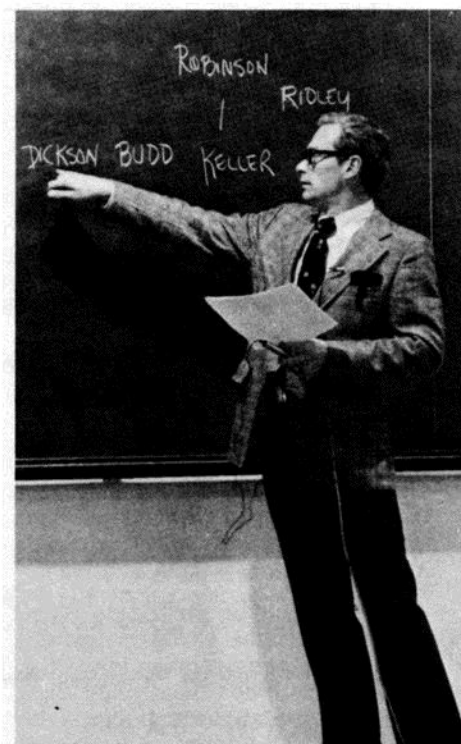
The third kind of staff scholarship is the partial tuition remission program for staff spouses available to A-1 and A-2 employees. This program provides half

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Brown Bag Seminars a Success—Will Continue Next Year

This year's series of brown bag seminars ended on April 30. Over a third of those who attended the sessions responded to the questionnaire sent to them by the sponsoring group, the A-1 Assembly, and all but one of the respondents wish the seminars to continue. Nicholas Constan, A-1 Assembly chairman for next year, and Gerald Robinson, executive director of personnel relations, agree that the seminars should continue, perhaps in a different form and with different speakers. If you have suggestions for topics, send them to Mr. Constan, 737 Franklin Building.

Executive Director of Personnel Relations Gerald Robinson spoke about his office on April 16. Noting that our



personnel department is small compared to departments in similar ivy league universities. Mr. Robinson cited a 1978 study showing the personnel services at Pennsylvania, divided by number of employees, are allocated about \$49 per person each year while the average for the ivy league is \$128 per person. Among the responsibilities of the personnel office are our affirmative action program, performance reviews, employee counseling, employment (mostly non-faculty staff), communications, labor relations, wages and salary administration, training and development, and records maintenance. This work is handled by a staff of twenty-two people, some of whom work half-time for the department.



On April 23, James Robinson, equal opportunities administrator, talked about the need for personnel training. Stating that affirmative action begins with an attitude which supports using existing talent, Mr. Robinson said that giving people the opportunity to improve their skills and move up in the University is a good way to ensure that women and minorities will have a place. He said he hoped that the University's new affirmative action program will provide guidelines for a new personnel management system, one which charts more definitive career paths and provides greater growth opportunity. Remarking that job satisfaction is of primary importance to workers, Mr. Robinson pointed out that training makes a job more attractive and that "investing in people says they are important and have a future in the University."

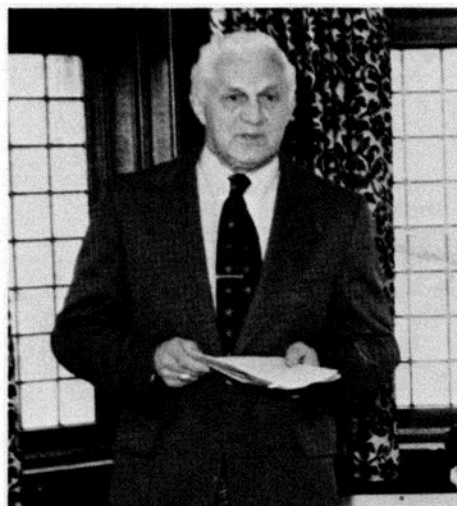
From the topic of developing human resources the seminars moved to a discussion of developing land resources when Fred Shabel, vice president for operational services, spoke on April 30. After quickly describ-

ing the departments under operational services—the bookstore, dining service, engineering and outside contracting, real estate development, real estate management, public safety, purchasing, transportation and communications,



and energy—Mr. Shabel then discussed future plans and projects for land development. Drawing attention to the University's needs for more recreational space and the plans for faculty and staff housing to be built on 34th and Walnut Streets, Mr. Shabel said that, except for the Divinity School, the University has no desire to move west of 40th Street.

The success of the seminars was due to many things: the willingness of the University administrators to share their time, the support of the A-1 Assembly and the Personnel Relations Office, and the participation of the people who came to learn about our School's administration. Another of these factors was Robert Ferrell who faithfully and knowledgeably introduced the speakers and moderated the sessions. We hope to see even more of you turn out next year for the new series.



Need A Vacation?

With summer right around the corner, your thoughts may be turning to vacation. The University's vacation policy is based on twelve months of service. Whether you get a monthly or a weekly paycheck, you earn your vacation by working your first year. After the first year you are able to "spend" your earned vacation days. Remember that your department head, director, or dean must approve your vacation plans in advance to make sure that the needs of the department are met.

507.1 Regular Vacations for Monthly-paid Personnel. Permanent, full-time professional and administrative personnel, and faculty members whose salaries are based on service for twelve months, are eligible for one month of vacation per year upon completion of one year of full-time service. One month of vacation is twenty-two Monday-through-Friday working days. Permanent, part-time professional and administrative personnel are eligible for vacation on a pro rata basis according to the percentage of a full-time schedule that is worked.

Policy Administration and Fractional Year Calculation. For purposes of determining vacation for monthly-paid personnel, the vacation year is the period from July 1 through June 30. Personnel who complete less than a full year of service by July 1 are eligible for vacation on a pro rata basis. Vacation time at the rate of 1.83 days for each month of completed service may be taken during the vacation year following the year in which it was earned. Vacation time is not accumulated from year to year; that is, no more than twenty-two weekdays may be taken in any July 1 to June 30 period.

507.2 Regular Vacations for Weekly-paid Personnel. Permanent, full-time personnel who are paid weekly and who have completed three years of continuous University service by May 1 of any year are eligible for a vacation allowance of four weeks per year thereafter. Those who have completed less than three years of service are eligible for vacation allowance as set forth below.

Policy Administration and Fractional Year Calculation. The vacation year for weekly-paid personnel is the year beginning May 1 and ending April 30. Personnel who have completed at least three months, but less than a year, of continuous service before May 1 are entitled in the next vacation year to one day of vacation for each full month of service up to a maximum of ten days. Personnel who have completed at least one, but less than two, years of continuous service before May 1 are

entitled in the next vacation year to ten days of vacation plus

- 1 additional working day for 15 months of service;
- 2 additional working days for 17 months of service;
- 3 additional working days for 20 months of service;
- 4 additional working days for 22 months of service.

Personnel who have completed at least two, but less than three, years of continuous service before May 1 are entitled in the next vacation year to fifteen days of vacation plus

- 1 additional day for 27 months of service;
- 2 additional working days for 29 months of service;
- 3 additional working days for 32 months of service;
- 4 additional working days for 34 months of service.

Vacation credit is not accumulated from year to year; that is, no more than twenty days (four weeks) may be taken in any May 1 to April 30 period.

Permanent Part-time Personnel.

Permanent, part-time personnel are eligible for vacation on a pro rata basis according to the percentage of a full-time schedule that is worked. Vacation days are calculated by determining the number of days for which an employee would be eligible the following May 1 if the employee were full time. That number is then divided by the number of hours per week established for the full-time positions in the same department and multiplied by the number of hours the part-time employee works per week.

Next Issue of the Newsletter Will Be in August

The *Personnel Relations Newsletter* will next appear in August, our only summer issue. While you're waiting (dare we hope, waiting with some eagerness?) we wish you would let us know what you'd like to see in these pages. Send your favorable comments to the editor, 410 Logan Hall. Criticisms should be directed to 737 Franklin Building.

A-3 Assembly Election Today

The seventh annual A-3 Assembly election takes place today. Voting is open to all A-3 employees. Voting takes only a few minutes and can be done at a number of campus locations. If you cannot vote at any of the polling places, call Harry Hance at 243-4939 or Inga Larson at 243-4840.

New Officers Elected for Faculty Club and Twenty-Five Year Club

Spring may turn a young man's fancy to love, but the warm weather seems to turn University people's minds to voting for new officers. One of the recent elections was held on May 9 when the Faculty Club Board chose officers for 1979-1980. They are President J. Jerrold Jackson, Vice President Philip G. Mechanik, Secretary Joan I. Gotwals, Treasurer Edward B. Shils, and Chairman of the House Committee James J. Keller.

On April 30, the Twenty-Five Year Club elected its new officers. Serving the club for 1979-1980 will be Una L. Deutsch, chairwoman; Joseph S. Gots, chairman-elect; and Marion S. Pond, secretary.

Charles R. Scott Named Friar of the Year

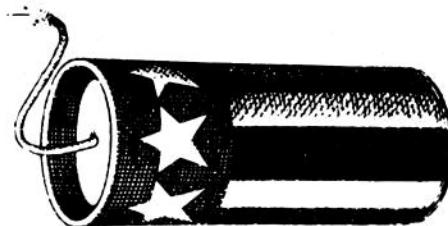
The Friars Senior Honor Society named Charles R. Scott, associate director of athletics, "Friar of the Year" on May 1. Presented annually, the award is given by the Friars' Graduate Board to a graduate friar who has brought honor to himself and to the University. Mr. Scott, past president of the NCAA Soccer Rules Committee and the National Soccer Coaches Association, began his career here in 1932 as a student. In 1935 he made All-American in soccer and, after his graduation, became Pennsylvania's freshman soccer coach. Appointed head varsity coach in 1943, his twenty-five year record was 141-76-23. Assistant director of athletics from 1954 to 1969, he has been associate director for ten years.



Charles R. Scott

We'd Like to Remind You

Holidays are coming. Monday, May 28 is Memorial Day. The University will observe this national holiday by closing offices. Support staff personnel required to work on the holiday will be paid the holiday rate—the employee's regular pay for the day plus one and one-half times their regular hourly rate for all hours worked. For employees covered by collective bargaining agreements, the applicable provisions of each agreement shall govern. Classes will be held.



Wednesday, July 4, is another holiday observed by the University. Non-exempt employees required to work on this day will be paid the holiday rate. Employees covered by collective bargaining agreements will follow the provisions of their agreements.

Job openings. Posted on thirteen campus bulletin boards, the list usually changes every Thursday. Because the job listings appear four days later when published in *Almanac*, you should check the bulletin board listings for the most recent announcement of jobs available. The bulletin boards are located in: (1) Franklin Building, outside room 130; (2) Towne Building, mezzanine lobby; (3) Veterinary School, first floor, next to directory; (4) Leidy Labs, outside room 102; (5) Anatomy-Chemistry Building, near room 358; (6) Rittenhouse Labs, east staircase, second floor; (7) LRSM, first floor, opposite elevator; (8) Johnson Pavilion, first floor, next to directory; (9) Logan Hall, near room 117; (10) Social Work, first floor; (11) Richards Building, first floor, near mailroom; (12) Law School, room 28; (13) Dietrich Hall, outside room E-108.

Blue Shield 100. Late enrollments for Blue Shield 100 will be accepted until June 15 in the Benefits Office, 116 Franklin Building. For those enrolling after May 15 but by June 15, coverage will begin on September 1, 1979.

Health Maintenance Organizations. If you wish to enroll in an HMO, the time to do so is now. The open enrollment period is from May 14 to June 15 and you should go to the Benefits Office.

the tuition cost for spouses. There are presently 92 people using this benefit to attend the University.

Another educational program available to faculty and administrative staff is the direct grant scholarship for dependent children enrolled full time in degree-granting undergraduate institutions in the United States. Eligible are the dependent children of fully affiliated and salaried members of the faculty at professional rank and senior administrative officers. The children of faculty members at the rank of instructor or lecturer as well as those of the less senior administrative staff are eligible after their parents have worked for the University for three continuous years. Dependent children of deceased or retired staff are eligible under the same conditions as those children who have University scholarships. Direct grant scholarships cannot exceed \$900 a year, are available only for tuition expenses, and cannot exceed a total of \$3600. Approximately 300 children presently receive direct grants to attend schools other than Pennsylvania.

These educational benefits are available to staff members currently employed by the University. If you are using one or more of these and end your affiliation with the University, you must contact the Personnel Relations Office to determine what portion, if any, of the scholarship amount then becomes your own financial obligation. Payment would then be made through the Financial Aid Office.

Many of the people who work at the University are already using these education benefits. Maybe you should look at some of the courses available through the various schools—you could take advantage of a very real benefit while meeting some of your career needs. For additional information about the staff scholarships, call Ms. Rhodeside at 243-5154.

Personnel Relations Newsletter Volume 1, Number 6

The newsletter appears ten times a year, on the third Tuesday of the month, except in June, July, and August for which there is one combined issue.

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Designed by Howard S. Kline

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Nicholas Constan Will Chair A-1 Assembly in 1979-1980

Next year the A-1 Assembly will be chaired by Nicholas Constan, personnel relations administrator. Mr. Constan says that he hopes to serve the assembly as well as the outgoing chairman, Robert Ferrell, but that he has much to learn since he "still doesn't know the difference between a cahuna and a mahoff." Assisting Mr. Constan in his mission will be Virginia Scherfel, assistant to the vice president for operational

services, secretary of the assembly; she replaces Ruth Hugo.

Newly elected officers are Chairwoman-elect Joan Gotwals, associate director of libraries, and Secretary-elect Barbara Johnson, assistant director of personnel relations. Next year's new executive committee members are Kenneth Campbell, Eleanor Cox, and James Keller. They replace Helena Clark, Manual Doxer, and Edward Lodge. Kristin Davidson, Anthony Merritt, and Joan Gotwals will serve another year as members of the executive committee.



William J. Murdock II, assistant to the vice president and treasurer, congratulated by Harold Manley, vice president and treasurer, at his retirement reception on March 26. Mr. Murdock retired on May 1 after serving for over thirty years in the financial sector of the University. He began as a cost accountant in 1946, served as controller of the Diagnostic Clinic and as assistant comptroller of the University. In addition to his duties as assistant to the vice president and treasurer for the last twelve years he managed, since 1977, the Federal Insured Loan Program.

Something on Your Mind?

If you have questions, comments, notices, or suggestions, send them to "Something on Your Mind?" All inquiries and remarks sent to 737 Franklin Building will be kept confidential. Comments or questions of sufficiently broad interest will appear in this column.

Question: What are the University's summer hours?

Answer: Beginning on May 29, the Tuesday following the Memorial Day holiday, the University will close at 4:30 p.m. rather than at 5:00 p.m. Early closing will be observed until September 4, the Tuesday following the Labor Day holiday. Early closing is possible because many departments have lighter work loads during the summer months.

University employees who work in HUP must observe the hospital's hours. Departments which have clinical or similar needs may require employees to remain until 5:00 p.m. Where collective bargaining agreements dictate work hours, employees will abide by the hours specified.